

## Ceremonial Document Request Form

Complete this form and e-mail it to [Ceremonial.Services@dc.gov](mailto:Ceremonial.Services@dc.gov).

*Allow for a three week turn-around time.*

### **TIMELINE**

Date of Activity: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Handling – Do you want the document

☐ Mailed

☐ Held for Pick up (*you will be notified*)

### **REQUESTOR INFORMATION**

Requestor Name: \_\_\_\_\_

Office: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### **CONTACT INFORMATION** (If different from requestor)

Contact Name: \_\_\_\_\_

Contact Daytime Phone Number: \_\_\_\_\_

Ceremonial Services Unit  
1350 Pennsylvania Avenue, N.W., Suite 419  
Washington, DC 20004

202.727.5082 phone  
202.727.6526 fax  
[Ceremonial.Services@dc.gov](mailto:Ceremonial.Services@dc.gov)

## **DOCUMENT REQUESTED**

Check the type of document you are requesting:

☐ Proclamation

### **Letters**

- ☐ Birthday
- ☐ Condolence
- ☐ Congratulations
- ☐ Greetings
- ☐ Retirement (Federal / private)
- ☐ Wedding Anniversary
- ☐ Welcome

### **Other Documents**

- ☐ Citation
- ☐ Honorary Citizenship
- ☐ Key to the City (Presentation by Mayor only)
- ☐ Salute

### **Certificates**

- ☐ Appreciation
- ☐ Distinguished Public Service Awards
- ☐ Meritorious Public Service Awards
- ☐ Merit

Other: \_\_\_\_\_

Please provide a very brief informational statement (no more than two paragraphs) about the event (who, what, why, etc.) at which this document will be given and/or the person being honored by this document.

Please also provide draft language for all proclamations. The draft proclamation should be no more than four (4) paragraphs, with each paragraph being no more than four (4) typed lines.